



American Consulate General, Mumbai, India

VACANCY ANNOUNCEMENT NUMBER: 14/2013

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant; FSN-105-07
BLA-FDA-003 (Personal Services Agreement)
(Temporary 40 days position (may be extended subject to funding approval))

OPENING DATE: April 30, 2013

CLOSING DATE: May 13, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) – Grade: FP-07
Ordinarily Resident (OR) – Grade: FSN-07*
* starting salary will be determined on the basis of qualification and experience, and/or salary history

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General in Mumbai is seeking an individual for the position of “Administrative Assistant” in the Food and Drug Administration Section.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted (refer to application procedure below).

Only shortlisted applicants will be called for the interview.

BASIC FUNCTION OF POSITION

The incumbent provides administrative and secretarial assistance to the Mumbai FDA office and other FDA staff. The administrative/program assistant is responsible for budget/procurement, scheduling, correspondence, and receptionist duties. In addition s/he is responsible for assuring the functioning status of the FDA office's, computer/communications equipment, calling and overseeing workers to repair and/or clean equipment when needed. S/he assures delivery of mail and other consulate communications assuring responses and communicating with other parts of the embassy to assure responses and communications are coordinated appropriately.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelors degree (Science/Humanities/Commerce) required.
2. At-least 3-5 years of full time experience in secretarial and clerical work is required. At least one year of which must include experience supporting a Director-level person.
3. Level 4 - Fluency in speaking, reading, writing and understanding English and a local Indian dialect is required to assure appropriate levels of understanding occur between the FDA Assistant Director, staff and their contacts (e.g., Government of India senior health officials or those within various Indian institutions, or international organizations), and the incumbent. **(When applying for the position, please indicate your level of proficiency for the language)**
4. Basic level of information about FDA and its role in public health, medical research, and regulated product and consumer safety programs. The incumbent will need to have detailed familiarity with standard office procedures, and with Indian and American social customs. Demonstrate experience in the use of various computer software programs such as word processing, spreadsheet and knowledge of general administrative procedures is required. Must have detailed and broad knowledge about the standards of functioning with the Ministry of Health and Family Welfare (MOHFW), the ministry of Food Processing Industries (MFPI), the Ministry of Agriculture (MOAg), the Ministry of Chemicals and Fertilizers, the Central Drugs Standard Authority (CDSA), the Food Safety and Standard Authority (FSSA), and others as appropriate, including State-level agencies and Indian universities.
5. Personal computer skills with demonstrated experience with software packages including word processing, spreadsheet, e-mail, and databases, etc. Typing speed 50 wpm. The incumbent is responsible for large amount of typing i.e., correspondence, manuscript editing and other document preparation for the Assistant Country Director and FDA staff; therefore should have excellent keyboard skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) is available on our website http://mumbai.usconsulate.gov/human_resources.html **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1- 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: The Management Officer
C-49, "G" Block, Bandra-Kurla Complex
Bandra (East)
Mumbai 400 051.

POINT OF CONTACT

Human Resources Office
Tel: (022) 2672-4000 Extn.: 4471/4797/4354
E-mail: MumbaiHRCareer@State.gov

CLOSING DATE FOR THIS POSITION: May 13, 2013

The U.S. Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted By: M/HR –SKombath

Approved: FDA – MGavini

Cleared By: MGMT – PCox

[Appendix A](#)

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)**: An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)**: - A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

DEFINITIONS

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- a. Position Title
- b. Position Grade
- c. Vacancy Announcement Number
- d. Date of Birth
- e. Place of Birth
- f. Dates Available for Work
- g. First, Middle, & Last Names as well as any other names used
- h. Current Address, Day, Evening, and Cell phone numbers
- i. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- j. U.S. Social Security Number and/or Identification Number
- k. Eligibility to work in the country (*Yes or No*)
- l. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- m. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- n. Days available to work
- o. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- p. U.S. Eligible Family Member and Veterans Hiring Preference
- q. Education
- r. License, Skills, Training, Membership, & Recognition
- s. Language Skills
- t. Work Experience
- u. References